

S
004.693
M26hum
1989

HEALTHCON

USER MANUAL

HEALTHCON

AN

ELECTRONIC INFORMATION RESOURCE
FOR
HEALTH PROFESSIONALS

STATE DOCUMENTS COLLECTION

JUN 19 1991

MONTANA STATE LIBRARY
1515 E. 6th AVE.
HELENA, MONTANA 59620

MONTANA AREA HEALTH EDUCATION CENTER

MONTANA STATE UNIVERSITY
BOZEMAN, MONTANA

PLEASE RETURN

MONTANA STATE LIBRARY
S 004.693 M26hum 1989 c.1
HEALTHCON: an electronic information res



3 0864 00072993 2

HEALTHCON

**An Electronic Information Resource
for Montana Health Professionals**

A Project of the
Montana Area Health Education Center
308 Culbertson Hall
Montana State University
Bozeman, MT 59717
(406) 994-6001

Franklin S. Newman, Ph.D., Director
Marjorie C. Levine, M.S., R.D., Project Coordinator
Robert J. Flaherty, M.D., HEALTHCON Coordinator

USER MANUAL

Revised: 25 June 1989

Print this file using 10 characters per inch and
top, bottom, right, and left margins each 1 inch.

TABLE OF CONTENTS

SIGNING ON.....	4
THE MAIN MENU.....	7
KEY TO MAIN MENU COMMANDS.....	8
[M] Go to the MESSAGE Menu.....	8
[C] Comments to the SYSOP.....	8
[P] Page the SYSOP.....	8
[Q] Answer a Questionnaire.....	8
[U] List of Users.....	8
[G] Goodbye & Log-Off.....	8
[?] Ask for Help.....	8
[F] Go to the FILES Menu.....	8
[B] Go to the BULLETIN Menu.....	8
[I] Initial Welcome Screen.....	9
[V] Verify a User.....	9
[S] See System Statistics.....	9
[N] HEALTHCON Newsletter.....	9
[H] Change Your Help Level.....	9
[Y] Change Your Settings.....	9
THE BULLETIN AREA.....	10
THE MESSAGE AREA.....	11
KEY TO MESSAGE MENU COMMANDS.....	11
[Q] Quit to the MAIN Menu.....	11
[F] Go to the FILES Menu.....	11
[R] Read Messages.....	12
[E] Enter a Message.....	12
[S] Scan Messages.....	14
[D] Delete a Message.....	14
[C] Check Personal Mail.....	14
[T] Text Search.....	14
[H] Change Your Help Level.....	14
[?] Ask for Help.....	14
[G] Goodbye & Log-off.....	14

TABLE OF CONTENTS
(Continued)

THE FILE AREA.....	15
KEY TO FILE MENU COMMANDS.....	15
[Q] Quit to the MAIN Menu.....	15
[M] Go to the MESSAGE Menu.....	15
[L] List Available Files.....	15
[N] New Files Since [N].....	15
[D] Download a File.....	16
[U] Upload a File.....	16
[R] Read a TEXT File Online.....	16
[I] Information on a File.....	16
[T] Text Search.....	16
[F] File Transfer Information.....	16
[S] Statistics on Up/Downloads.....	16
[H] Change Your Help Level.....	16
[?] Ask for Help.....	17
[G] Goodbye & Log-off.....	17
REFERENCES.....	17
APPENDIX A: DOWNLOADING FILES.....	18
APPENDIX B: UPLOADING FILES.....	22

SIGNING ON

In order to use HEALTHCON you need several basic pieces of equipment and software:

- 1) A computer or data terminal
- 2) A modem
- 3) A communications software package

Although HEALTHCON can support most combinations of communications parameters, we recommend that you set up your communications package using the following parameters when calling HEALTHCON:

Speed = 300 or 1200 bps (Use the fastest speed your modem will support)

Parity = none

Data bits = 8

Stop bits = 1

Duplex = full

Follow the instructions for your computer and software package for dialing another computer. You may want to turn on your printer or capture text the first few times you call so you have a record of the session.

HEALTHCON phone numbers are:

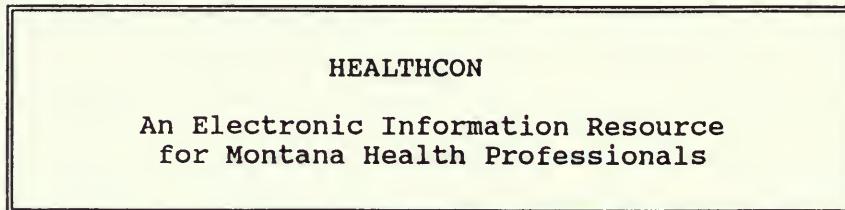
(800) 544-2507 (toll-free in Montana)

(406) 994-2564 (outside Montana)

994-2564 (in Bozeman)

HEALTHCON should answer the phone on the first ring. If your modem speaker is turned on, you may hear two different tones, some clicking, then a rushing static-like sound. It may take up to 30 seconds before you see "CONNECT", or CONNECT 1200" on your screen, indicating that a connection has been made.

You will next see the initial welcome screen which looks like this:



A Project of the Montana Area Health Education Center

Franklin S. Newman, Ph.D., Director
Marjorie C. Levine, M.S., R.D., Project Coordinator
Robert J. Flaherty, M.D., HEALTHCON Coordinator

Once your computer is connected to HEALTHCON, you will be presented with a series of log on prompts. If this is your first call to HEALTHCON, type in the requested information exactly as you want to be registered. If you have called HEALTHCON previously, type in the information exactly as you did previously.

For example (Information in brackets is what you enter. Do NOT type the brackets!):

What is your First Name? [Marcus]
What is your Last Name? [Welby]
Looking up Marcus Welby... Please wait.
Password: *****

Good morning, Marcus.
You are the 892nd caller.

You last called on 04/28/89 17:09.
This is your 20th call.

Choose a password that is easy to remember, yet secure.

If this is your first call to HEALTHCON you will be asked to complete a questionnaire. We will use your answers to this New User Questionnaire to determine which areas of HEALTHCON will be most useful to you. It may take a couple of days for us to process your New User Questionnaire and upgrade you to full access.

The next screen may (or may not) contain information on fascinating facts for the day (celebrities born on this day, important events on this day in history, and holiday information.), or a quote for the day.

You will next be notified of any bulletins which have been updated since your last call, and asked if you would like to view the Bulletin Menu. If you choose [Y], you will see the Bulletin Menu displayed. (For all commands, press the letter requested, then press [ENTER] or [RETURN]. We'll tell you later how to select "Hot Keys" which don't require that you press [ENTER] after your choice.) It is a good idea to read any new bulletins when you call in (see more about BULLETINS below).

Throughout HEALTHCON you will be presented with the following prompt:

- More - [C]ontinue, [S]top, [N]onStop?

Select [C] if you wish to view more of the current feature one screen at a time, select [N] if you wish the current feature to be scrolled until finished with no pauses, select [S] if you do not wish to view more of the current feature.

Almost any screen can be skipped or stopped by just pressing the Space Bar while the screen is scrolling. If you have seen a screen many times while logging onto the system, press the Space Bar and you will usually proceed to the next screen. The Sysop has the option to defeat this by putting special commands in the screen files that won't recognize the Space Bar skip signal, so, don't fret if it doesn't work on all the screens.

You will next be notified of any messages which have been left for you, which may be read by entering the MESSAGE Area (see below). For example, your screen should look like this:

Checking your MAIL BOX... Sorry, your mail box is empty.

* Message Section contains 63 active messages, numbered: 1 - 67.
* Highest Message you've read is number 11.

The "[N].....New User Information" File has been updated.

Press [ENTER] to continue...

Pressing [ENTER] will now take you to the MAIN Menu.

THE MAIN MENU

The MAIN Menu is your control system for the rest of the data base. Your screen will look similar to this:

MAIN MENU:

[M]....Go to the MESSAGE Menu
[C]....Comments to the SYSOP
[P].....Page the SYSOP
[Q]....Answer a Questionnaire
[Y].....Change Your Settings
[U].....List of Users
[G].....Goodbye & Log-Off
[?].....Ask for Help

[F].....Go to the FILES Menu
[B]..Go to the BULLETIN Menu
[I]...Initial Welcome Screen
[V].....Verify a User
[S]....See System Statistics
[N].....HEALTHCON Newsletter
[H]...Change Your Help Level

You have been on for 0 minutes, with 60 remaining for this call.

MAIN MENU: [M F C B P I Q V Y S U N G H ?] >>

You are now expected to enter the letter corresponding to your choice of activities.

KEY TO MAIN MENU COMMANDS:

[M] Go to the MESSAGE Menu

Jumps you to the MESSAGE Menu, which allows you to read and write messages.

[C] Comments to the SYSOP

Lets you write a private message to the SYSOPs. This is similar to leaving a message for us, rather than chatting back and forth as when you choose [P] to Page the SYSOP.

[P] Page the SYSOP

Our HEALTHCON computer will beep to let us know you want to chat by typing messages back and forth on the keyboard. Marge Levine and Bob Flaherty are the SYSOPs, and we may or may not be near the HEALTHCON computer. We DEFINITELY want to chat if we are available.

[Q] Answer a Questionnaire

You will be presented with a list of available questionnaires. Press the number corresponding to the one you wish to fill out.

[U] List of Users

Displays a list of callers to HEALTHCON, including their computer type and the date they last called.

[G] Goodbye & Log-Off

If you are in NOVICE mode, you will be asked if you wish to log-off, if the response is [Y]es, then you will see a "farewell" message and will be disconnected from HEALTHCON.

[?] Ask for Help

Will provide information on the commands for the area you are in, similar to the descriptions you are now reading.

[F] Go to the FILES Menu

Jumps you to the FILES Menu and gives you access to the file transfer options.

[B] Go to the BULLETIN Menu

Jumps you to the BULLETIN Menu and will let you know which bulletins have been updated since your last call. You will then be presented with a list of bulletins to read.

[I] Initial Welcome Screen

This option will re-display the welcoming screen presented to you when you logged on.

[V] Verify a User

Searches for a specific user, or partial string, and see his or her location and the date he/she last called.

[S] See System Statistics

Shows the statistics of HEALTHCON, such as date started, numbers of files, messages and users, and the total number of calls.

[N] HEALTHCON Newsletter

Shows you the HEALTHCON Newsletter File.

[H] Change Your Help Level

Changes the amount of help you receive. With a NOVICE setting, the full menus are displayed, with REGULAR only the option line (i.e. [B M F P C O V Y H G ?]) is displayed, with EXPERT, only the name of the menu you are currently in is displayed. You will want to stick with NOVICE until you become familiar with how HEALTHCON works.

[Y] Change Your Settings

Lets you change your default protocol, the use of hot keys, color menus (if available), computer type, phone number, birthday, city calling from, and the folders you have open in the message base. If you choose this activity, a screen like this will be displayed:

Current Setting for : Marcus Welby

1. From: Bozeman, MT	Last Called: 11/09/88
2. Pswd: password	User Since :10/88
3. Birth Date : 01/25/52	Sec. Level : 20
4. Phone Number : 512-555-1212	Last New File
5. Color Menus : No	Search :11/07/88
6. Erase Prompt : Yes	# downloads:4
7. Screen Length : 23	# uploads :2
8. Computer Type : IBM AT	# 'calls :56
9. Viewing Folders: A	Last Message Read: 25
A. Use Hot Keys : YES	
B. Default Protocol: ALL	

Change with: (1-9) or Q to Quit?

You may change some of the above information by pressing the number of the item and then entering the new information. Most are obvious, like where you're calling from, your birth-date, or your phone number. "Erase Prompt" turns on and off the erasing of the - MORE - prompt. "Color Menus" turns on and off the transmission of color menus (if available). "Use Hot Keys" turns on and off hot keys (hot keys enable you to press most menu choices without having to also press [ENTER>]. "Default Protocol" allows you to chose which protocol to use for file transmissions. If you do not choose a protocol, you will be presented with a menu of choices when you download or upload a file.

THE BULLETIN AREA

The BULLETIN Area contains important or useful information from the SYSOP. These will be in the form of files which you can read on screen. It is a good idea to check the BULLETIN Area for new bulletins each time you log on to HEALTHCON.

You will be asked if you want to see the bulletin menu each time you log on, and any new bulletins since the last time you called will be indicated. You may also see the BULLETIN Area by selecting [B] from the MAIN Menu.

When you arrive in the BULLETIN Area you will first see a listing of the current bulletins, as shown below:

HEALTHCON Bulletin Menu

- 1 - Weird characters onscreen.
- 2 - New information on upload/download protocols.
- 3 - Problems using HEALTHCON (with answers!)

You have been on for 1 minutes, with 59 remaining for this call. Enter Bulletin # to Read, [L]ist Bulletin Menu, or [ENTER] to continue:

Choose the number of the bulletin you want to read. If you want to see the menu of bulletins again, press [L]. When you want to leave the bulletin section, press [ENTER] or [RETURN]. (Remember, don't type the brackets!) If you want to have a copy of the bulletin, use the "Capture Text" command (or a similar command) from within your communications software program, to capture the text onto your disk as it flows across the screen.

THE MESSAGE AREA

The MESSAGE Area allows you to read messages left for you, and allows you to write messages to other callers to HEALTHCON. From the MAIN Menu press [M] to go to the MESSAGE Menu. Your screen should look similar to this:

MESSAGE MENU:

[Q].....Quit to the MAIN Menu	[R].....Read Messages
[S].....Scan Messages	[E].....Enter a Message
[D].....Delete a Message	[T].....Text Search
[C].....Check Personal Mail	[G].....Goodbye & Log-Off
[H]...Change Your Help Level	[?].....Ask for Help
[F].....Go to the FILE Menu	

You have been on for 1 minutes, with 59 remaining for this call.

Folders Open: A

MESSAGE MENU: [Q R S E D T C G H ? F] >>

You are now expected to enter the letter corresponding to your choice of activities.

KEY TO MESSAGE MENU COMMANDS:

[Q] Quit to the MAIN Menu
Jumps you to the MAIN Menu.

[F] Go to the FILES Menu
Jumps you to the file section.

[R] Read Messages

Read public messages, and private messages to and from you. You will be asked how to read messages. Valid responses are:

<S>ince last message read. Read all messages since the last one read "*" may also be used for this function.
<T>o the Caller. Read all mail (including previously read messages) TO you.
<F>rom the Caller. Read all mail FROM you.
<M>arked messages. Messages TO you that you haven't read.
<###> read all messages starting from ###.

After reading the message your options are:

<R>eply to it.
<F>orward it to someone else.
<K>ill it, which removes it permanently from your mailbox.
<M>ove it to another message area, if another area is available to you.

Make it <P>ublic for private messages or <P>rivate for a public message.

<Q>uit.

[E] Enter a Message

Post a message in the message base. You may carbon copy and send the same message to up to 10 other people. When you select this activity, you will be told the number that this message will be and then will be asked to whom you want to send the message. Pressing return without entering anything will make the message a public message addressed to ALL.

You will be asked if you would like to be notified when the recipient reads this message. If you answer YES, then when the recipient reads this message, HEALTHCON will automatically send you

a message telling you the date and time that your message was received. Answering NO will not do this.

You can send copies of the message to other people on the system. Up to 10 copies can be sent. (Don't carbon copy messages to yourself or the person you originally sent it to.) Pressing return will not send any copies.

Next you will be asked to type in the subject of the message.
IMPORTANT: THERE IS A LIMIT OF 40 CHARACTERS FOR THE SUBJECT.
Pressing return here on a blank line will abort the message.

You can specify whether the message will be private or public.
Private means that only you, the person you send the message to,
and the Sysop can read the message. If it is not private, then
anyone can read it.

Enter the message. It can be up to 150 lines long. Don't press
return when you get to the end of a line. The line will wrap the
word to the next line if it is too long to fit on the current line.
IMPORTANT: PRESS RETURN ON A BLANK LINE TO END THE MESSAGE. After
you enter a blank line, you will be presented with a list of
commands:

[A]bort, [C]ontinue, [D]elete, [E]dit, [L]ist, [S]ave.

[A]bort means that you can abort the message and it will not be
added to the message base.

[C]ontinue means that you can add something to your message if you
forgot something or remembered something else that you would like
to say.

[D]elete means that you can delete an entire line of your message.

[E]dit means you can edit parts of your message. This is an example
of editing:

Your line 33 looks like this:

33. Have to got away.

Press E and <ENTER>

Edit which line? <33>
Enter OldString;NewString or <ENTER> for no change
?<got;get>

33. Have to get away. (The line now looks like this)

Enter OldString;NewString or <ENTER> for no change
(Press <ENTER> because you are through changing)

The correction has now been made.

[L]ist means you can list the message to proofread it for errors.

[S]ave means you are through and have made all corrections to your message. This will add your message to the message base. When you choose to save it, you will be asked in which message area the message should be saved. Type ? when you are asked this to find out what the message areas are, press the letter of the message area that you want the message saved in, and then press <ENTER>.

[S] Scan Messages

Scans all your messages, listing the date sent, subject and who it is from and to. It uses the toggles like "[R]ead Messages" (i.e. S,T,F,M,###)

[D] Delete a Message

You can only delete messages TO and FROM you. You must specify the message number. The message is not really removed at once. Deleted messages are moved to a folder called the Delete Review Folder where the Sysop can review them and re-post them if he or she likes. Otherwise, they may be permanently erased.

[C] Check Personal Mail

Lists the numbers of all messages TO and FROM you.

[T] Text Search

Search the subject of the message, names of who sent it, and to whom it was sent. Useful for finding messages on the same topic or to or from a certain user.

[H] Change Your Help Level

Change your help level. NOVICE receives full menus, REGULAR receives an option line only (i.e. [E D R G F Q H ?]), EXPERT receives only the menu you are currently in (i.e. "MESSAGE MENU").

[?] Ask for Help

Will provide information on the commands for the area you are in.

[G] Goodbye & Log-off

If you are in NOVICE mode, you will be asked if you wish to log-off, if the response is [Y]es, then you will be presented with a "farewell" message and will be disconnected from HEALTHCON.

THE FILE AREA

The File Area allows you to read, upload and download files. From the MAIN Menu press [F] to go to the FILES Menu. Your screen should look similar to this:

FILE MENU:

[Q]...Quit to the MAIN Menu	[I].....Information on a File
[M]..Go to the MESSAGE Menu	[T].....Text Search
[L]....List Available Files	[F]...File Transfer Information
[N].....New Files since [N]	[S]..Statistics on Up/Downloads
[D].....Download a File	[H].....Change Your Help Level
[U].....Upload a File	[?].....Ask For Help
[R].Read a TEXT File Online	[G].....Goodbye & Log Off

You have been on for 4 minutes, with 56 remaining for this call.

FILE MENU: [Q I M T L F N S D H U ? R G] >>

You are now expected to enter the letter corresponding to your choice of activities.

KEY TO FILE MENU COMMANDS:

[Q] Quit to the MAIN Menu
Jumps you to the Main Menu.

[M] Go to the MESSAGE Menu
Jumps you to the message section.

[L] List Available Files
Asks you which file area you want to look at and then lists the files that are located in that particular area. If you don't know which area, press "?". You can list more than one area by listing "A;B;C" etc. You will be given the name of the file, the size, a two line description, and how long it would take to download based on your modem speed, and other information.

[N] New Files since [N]
You will be shown all new files since your last new file search.

[D] Download a File

Sends a file from the system to your computer. Your terminal or computer software must be capable of file transfers. You will be prompted for the name of the file you wish to download, and the download protocol you wish to use if you do not have one set in your user area. For more information see APPENDIX A: DOWNLOADING FILES below.

[U] Upload a File

Upload a file to HEALTHCON. Your terminal or computer software must be capable of file transfers. You will be prompted for a description, if you wish to "password protect" the file, and to which area to save the file. For more information see APPENDIX B: UPLOADING FILES below.

[R] Read a TEXT File Online

Lets you read a text file while connected to HEALTHCON. The system will pause the file in the appropriate locations, based on the size of your screen.

[I] Information on a File

Displays information on a specific file, including who uploaded it, date uploaded, number of downloads, file description and the size of the file.

[T] Text Search

Searches the file name, description, and who uploaded it for a specific string of text. Useful to find all the uploads from one user, or a certain type of file.

[F] File Transfer Information

Explains about uploads and downloads, and various Transfer protocols.

[S] Statistics on Up/Downloads

Shows the number of downloads and uploads you have done, the amount of download and upload kilobytes, as well as your daily limits.

[H] Change Your Help Level

Change your help level. NOVICE receives full menus, REGULAR receives an option line only (i.e. [E D R G F Q H ?]), EXPERT receives only the menu you are currently in (i.e. "FILE Menu").

[?] Ask for Help

Will provide information on the commands for the area you are in.

[G] Goodbye & Log-off

If you are in NOVICE mode, you will be asked if you wish to log-off, if the response is [Y]es, then you will be presented with a "farewell" message and will be disconnected from HEALTHCON.

REFERENCES

- 1) Glossbrenner AS, Alfred Glossbrenner's Master Guide to Free Software for IBMs and Compatible Computers, St. Martin's Press, New York, 1989. This is an excellent guide to telecommunications, especially Chapters 5-8. Strongly recommended.

(APPENDICES Follow)

APPENDIX A: DOWNLOADING FILES

The Files area allows you to move files between your system and HEALTHCON. Downloading is the process of moving files from HEALTHCON to your computer, and uploading is moving files from your computer to HEALTHCON.

Data transfer can be done in a number of ways in HEALTHCON. The most common transfer methods are XMODEM, YMODEM and standard ASCII. XMODEM protocol was originally developed by Ward Christensen, a pioneer in micro communications. XMODEM is included in many communications programs including PC-TALK III, QMODEM, CROSSTALK, SMARTCOM and many more. You will recall that HEALTHCON allows each user to specify a default transfer protocol for all file transfers. We suggest that the default be set to NONE until you have become familiar with the options available since the more advanced choices require a blank default. Before talking any more about specific protocols, lets review the general method of locating a file to download from HEALTHCON.

HEALTHCON stores files in separate subdirectories or areas, each of which is devoted to a different subject. Select the LIST command, displayed as [L]ist on the File Menu and you will be prompted for the specific file area you wish to view. The complete names of the files available will be listed along with file size, date added to the system, time needed to download at your baud rate, the number of times it has been downloaded, and a brief description of each file.

XMODEM FILE TRANSFER

HEALTHCON supports two variations of the XMODEM protocol called XMODEM and XMODEM/CRC respectively. One of these two protocols is required if you intend to transfer files with extensions of EXE, OBJ, COM, ARC, LBR, xQx. Files containing the IBM PC special ASCII characters (ones with ASCII values above 128) must also be transferred with XMODEM, including Wordstar files. These files cannot be transferred in ASCII mode since ASCII transfer is only 7 bit and these types of files require the full 8 bit transfer of the data with no translation of the contents of the file. Thus, to use XMODEM you must have your modem set at 8 data bits and 0 or 1 stop bit.

XMODEM also offers the advantage of error checking on a block-by-block basis to assure that the data sent contains no errors. It does this by adding a checksum byte to the end of each block of data; the receiver calculates its own checksum and compares it to the one received. If an error is detected in the transmission, XMODEM will request that HEALTHCON retransmit the block of data.

In addition to the above checksum comparison, XMODEM/CRC adds another level of error detection using a complex CYCLICAL REDUNDANCY CHECK algorithm.

Please be certain to select and use matching protocol types for accurate data interchange. QMODEM, a product of John Friel and the FORBIN PROJECT, supports both XMODEM and XMODEM/CRC, and will usually contain additional protocols added to HEALTHCON.

To perform an XMODEM file download, first determine the name of a file by using the <L>IST command.

1. Select <D>OWNLOAD from the FILES MENU
2. Select the transfer protocol you want to use by entering the number which corresponds to it, i.e. 3 for XMODEM/CRC.
3. Enter the COMPLETE file name. HEALTHCON will check to make sure the file exists and then proceed. If the file is not found, check the spelling in the [L]ist.
4. HEALTHCON will indicate how many blocks are to be sent and wait for you to begin your transfer procedure. Once HEALTHCON indicates it is READY TO SEND you should then open your receive or capture file (QMODEM & PC-TALK.III Alt-R command) and start the XMODEM receive process. (PC-TALK.III starts XMODEM for you ONLY IF you put '=X' at the end of the download filename). QMODEM will ask for the protocol type much the same way as HEALTHCON.
5. The file will be transferred automatically block-by-block under XMODEM until the entire file has been sent. You may prematurely abort the transfer by sending HEALTHCON an ASCII CAN code (CTRL-X). PC-TALK.III & QMODEM will do this for you if you enter an Alt-R during the file transfer, or it can be entered from the keyboard.

6. When the file transfer is finished, XMODEM automatically closes your capture file for you. XMODEM also ensures that no garbage gets into your file; binary files and text files are sent to you with 99.6% error free transmission with XMODEM and better than 99.9% with XMODEM/CRC.

ASCII DATA CAPTURE

ASCII transfer is simply the sending of information as characters, and is limited to 7 bit information. The transfer of files in ASCII mode can be done if your system is capable of any type of data capture. To download a file using the ASCII method, follow the same sequence of steps 1-3 listed above for XMODEM, but select protocol type 1, ASCII. Then proceed as follows:

4. HEALTHCON will ask which type of ASCII transfer you want,
1. PROMPTED 2. TIME DELAY 3. NO DELAY

NO DELAY is the simplest and will cause HEALTHCON to send the file full speed to your system with no pauses. If it is a long file and your system has only a small communications buffer, you may find your computer is unable to keep up with receiving and writing the file without losing some characters. If so, change to a TIME DELAY as indicated below.

TIME DELAY will allow you to specify the amount of time between each transmitted character in hundredths of a second. For example you could specify 10 as the time delay and HEALTHCON would wait 10/100 of a second (one tenth of a second) between each character sent. A delay between 10 and 50 will allow almost any system to successfully receive ASCII even if a buffer problem has been found.

PROMPTED transmission allows receiving the file line by line with a pause between each line until a specified character has been received by HEALTHCON. You must tell HEALTHCON what character will be sent by your system to signal that it is ready for the next line.

5. Open your capture or receive file as indicated by HEALTHCON (Opening your capture file is done by using the Alt-R command in PC-TALK & QMODEM. Other programs have a similar function). After setting up to receive the file on your end, you have to send HEALTHCON one carriage return so that it knows you are ready to start.

6. The file will be sent a line at a time until the entire file is sent. You will see the lines of ASCII code (readable text and numbers) on your screen as they flow to your system. A Ctrl-X (ASCII CAN) can be sent anytime to abort the transmission of the data.

7. When the file transfer is finished, HEALTHCON will send you an End Of File Marker (Ctrl-Z) and tell you to close your capture file (PC-TALK & QMODEM Alt-R).

Additional transfer protocols available include IMODEM and YMODEM-G, both of which require special modem hardware error checking for proper operation. If your modem supports MNP or ARQ they may be selected. If you are unsure, use another protocol.

Batch file transfer may also be accomplished through external protocols such as KERMIT, YMODEM-batch and others. These will soon be available on HEALTHCON.

APPENDIX B: UPLOADING FILES

Uploading is the process of moving files from your computer onto HEALTHCON. File uploading to HEALTHCON is very similar to downloading. The same transfer protocols are available, as is ASCII text capture.

Uploading of ASCII files can be done without interruption between lines. HEALTHCON can handle data uploading at up to 2400 baud without any problems.

Before sending a file be sure HEALTHCON has enough disk space to take the file. When you select <U>PLOAD at the File menu, the system will tell you how much disk space is free on the upload drive.

We encourage you to upload any files that you think other Montana Health Professionals will find interesting. News releases, notices of events, editorial comments and just about anything else is appropriate. Do not send computer program files, only text files. Make sure that any copyrighted information you upload has the permission of the copyright holder.

Text files to be uploaded should be sent as TEXT files (no formatting, with carriage returns at the end of each paragraph), with left and right margins of 0". These files are easy for any Word Processing program to read without strange spaces and jumps in the text. ASCII PLAIN files (no formatting, with carriage returns at the end of each line) can look a little strange, but are acceptable if TEXT is not available. Send PLAIN files with left margin of 0" and right margin of 1".

Please indicate at the beginning of the text of an uploaded file within which area of HEALTHCON you want the file placed. Remember that the OPEN FORUM can be accessed by all callers, but that certain areas, such as the PHYSICIAN FORUM, NURSE FORUM, etc. can be accessed only by those particular specialties.

Files that you upload into HEALTHCON can later be altered by you, but cannot be altered by any other caller.

The HEALTHCON Sysop will review all uploads and will determine if an uploaded file is appropriate for inclusion on HEALTHCON.

